

Jefferson County 911 Administrative Board

RESOLUTION 2023-0019

ADOPTING OPERATING AND CAPITAL BUDGETS FOR 2024

WHEREAS, Jefferson County 911 DBA Jeffcom 911 Communications (hereinafter “Jeffcom”) is an independent agency formed by an interlocal agreement among Jefferson County and other agencies and delegated by the parties to the interlocal agreement municipal powers related to the operations of a 911 communications facility; and

WHEREAS, the Jeffcom Administrative Board has been duly authorized and empowered by the parties to the agency’s formative interlocal agreement to set policy, evaluate and adjudicate all matters pertaining to the annual Jeffcom capital and operations budget, funding, cost-share allocation, and funds;

WHEREAS, the Jeffcom Administrative Board is required by the interlocal agreement to adopt a budget for the following calendar year at its first meeting in September of each year, this being the first regular meeting of the Board during September of the present year; and

WHEREAS, the budget as proposed includes as required by the interlocal agreement the distribution of Jeffcom’s operating costs to the parties to said agreement, with the costs distributed proportionally among Jeffcom’s users as determined by the number of CFSs generated by each member agency between July 1, 2022, and June 30, 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE ADMINISTRATIVE BOARD OF JEFFERSON COUNTY 911 THAT Jeffcom does hereby adopt the attached JEFFCOM 2024 BUDGET - PROPOSED for the 2024 budget year; and

BE IT FURTHER RESOLVED that the Clerk of the Jeffcom Administrative Board is hereby directed to make and file this certified budget with the clerk of the Jefferson County Board of County Commissioners on or before November 30, 2023; and

BE IT FURTHER RESOLVED that the Jeffcom Finance Manager is hereby directed to transfer \$200,000.00 from Fund 001 General to Fund 300 Capital Equipment on or about October 1, 2024 as a one-time transfer of operating funds to reserve for future capital-equipment purchases.

PASSED AND APPROVED THIS 28th DAY OF September, 2023.

By: Andy Penstiner
Chair of the Board

Bret Black
Member

Greg Brotherton
Member

Steve Craig
Member

Thomas A Olson
Member

Attest: Shia Getman
Clerk of the Jeffcom Administrative Board

JEFFCOM 2024 BUDGET - PROPOSED

Jefferson County 911

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001 General

Revenues	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual 8mos	2023 Projected	2024 Budget	Change	Comment
308 91 00 00 - Estimated Beginning Balance	463,824.57	315,042.92	673,623.93	0.00	593,452.99	593,452.99	555,850.56	93.7%	
308 Beginning Balances	463,824.57	315,042.92	673,623.93	0.00	593,452.99	593,452.99	555,850.56	93.7%	
337 16 00 00 - Sales Tax for Emergency Communication	585,314.44	711,230.12	801,398.65	760,000.00	459,650.89	780,000.00	798,000.00	102.3%	
337 63 00 00 - E911- Phone Tax - Wireline	47,673.56	43,313.26	39,266.73	50,000.00	20,483.68	35,000.00	31,500.00	90.0%	
337 64 00 00 - E911- Phone Tax - Wireless	199,351.23	207,205.50	214,539.01	190,000.00	128,245.81	205,000.00	210,000.00	102.4%	
337 64 00 01 - E911- Phone Tax - Prepaid	56,820.72	58,026.77	55,843.72	55,000.00	31,473.76	54,000.00	61,000.00	113.0%	
337 65 00 00 - CON Enhanced 911 - VOIP	32,448.26	31,762.88	31,534.58	33,000.00	19,119.54	33,000.00	40,000.00	121.2%	
310 Taxes	921,608.21	1,051,538.53	1,142,582.69	1,088,000.00	658,973.68	1,107,000.00	1,140,500.00	103.0%	
334 01 80 00 - State E911 Grant - Equip	0.00	0.00	0.00	0.00	141,497.00	141,497.00	0.00	0.0%	
334 01 81 00 - State E911 Grant - CPD & BSO	404,035.00	304,087.23	293,130.86	288,706.00	219,354.91	288,706.00	298,333.00	103.3%	
330 State Generated Revenues	404,035.00	304,087.23	293,130.86	288,706.00	360,851.91	430,203.00	298,333.00	69.3%	
342 80 20 00 - Dispatch Fees - City of PT	345,534.00	348,162.00	314,036.57	351,945.96	263,959.47	351,945.96	431,280.39	122.5%	
342 80 30 01 - Dispatch Fees - Dist 1 EJFR	133,045.00	159,241.00	180,691.81	215,955.96	161,966.97	215,955.96	307,176.15	142.2%	
342 80 30 02 - Dispatch Fees - Dist 2 Quilcene	16,418.00	10,730.00	13,905.83	19,009.87	14,257.41	19,009.87	20,623.56	108.5%	
342 80 30 03 - Dispatch Fees - Dist 3 Pt Ludlow	24,718.00	27,716.00	33,735.30	50,325.88	37,744.41	50,325.88	0.00	0.0%	
342 80 30 04 - Dispatch Fees - Dist 4 Brinnon	12,405.00	15,277.00	18,737.17	24,947.46	18,710.61	24,947.46	25,643.37	102.8%	
342 80 30 05 - Dispatch Fees - Dist 5 Disco Bay	3,892.00	4,328.00	3,613.00	5,650.29	4,237.71	5,650.29	6,773.72	119.9%	
342 80 40 00 - Dispatch Fees - (Dept of Corrections)	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	100.0%	
342 80 41 00 - Dispatch Fees - Hoh Reservation	0.00	4,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	0.0%	
342 80 50 00 - Dispatch Fees - JCSO	417,985.00	483,942.00	564,215.56	564,741.58	423,556.19	564,741.58	680,517.04	120.5%	
342 80 50 01 - Records Specialist Fee	65,673.00	75,815.69	82,339.32	84,809.58	63,607.19	84,809.58	117,373.79	138.4%	
342 80 60 00 - Dispatch Director Fee - City of PA	39,010.22	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
340 Dispatch Fees	1,060,680.22	1,131,211.69	1,221,274.56	1,327,386.58	998,039.96	1,327,386.58	1,591,388.02	119.9%	
361 40 00 00 - E911 - Interest	401.13	194.91	317.17	550.00	533.18	550.00	1,000.00	181.8%	
362 50 20 00 - Boat US	8,088.08	8,297.06	0.00	0.00	0.00	0.00	0.00	0.0%	
362 90 00 00 - Tower Rents and Leases - KIRO	20,278.16	20,630.45	20,993.30	21,886.84	21,367.05	21,367.05	22,008.01	103.0%	
362 90 10 00 - Tower Rents & Leases - Verizon	33,721.00	35,240.24	39,085.15	41,200.00	28,835.26	41,200.00	42,436.00	103.0%	
362 90 20 00 - Tower Rents & Leases - Jefferson Transit Authority Maynard	0.00	3,600.00	3,708.00	3,708.00	3,819.24	3,819.24	3,933.82	103.0%	
362 90 30 00 - Tower Rents & Leases - Jeff Co PT and Coyle Tower	0.00	29,639.99	30,529.19	0.00	0.00	0.00	0.00	0.0%	
362 90 35 00 - Tower Rents & Leases - Icom 911	0.00	0.00	0.00	0.00	0.00	12,054.00	12,415.62	103.0%	
367 00 00 00 - Contributions/donations from Non-Gov Sources	4,750.35	4,750.00	0.00	5,000.00	0.00	5,000.00	0.00	0.0%	
360 Misc Revenues	67,238.72	102,352.65	94,632.81	72,344.84	54,554.73	83,990.29	81,793.45	97.4%	

JEFFCOM 2024 BUDGET - PROPOSED

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001 General

Revenues	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual 8mos	2023 Projected	2024 Budget	Change	Comment
382 10 00 00 - Non Revenue - Refund of Expenditures	99,181.26	63,552.04	64,262.38	72,976.00	15,977.89	72,976.00	75,000.00	102.8%	
388 10 00 00 - Prior Period Adjustment	0.00	184,665.44	0.00	0.00	0.00	0.00	0.00	0.0%	
380 Non Revenues	99,181.26	248,217.48	64,262.38	72,976.00	15,977.89	72,976.00	75,000.00	102.8%	
395 28 00 00 - Surplus Equipment Sale Proceeds	0.00	0.00	0.00	0.00	2,886.35	2,886.35	0.00	0.0%	
390 Other Revenues	0.00	0.00	0.00	0.00	2,886.35	2,886.35	0.00	0.0%	
397 00 00 01 - Transfer In From Capital Fund	0.00	214,320.16	0.00	0.00	0.00	0.00	280,000.00	0.0%	
397 00 00 02 - Transfer In From Employee Payout Fund	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	224,320.16	0.00	0.00	0.00	0.00	280,000.00	0.0%	
398 10 00 00 - Insurance Recoveries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
398 Insurance Recoveries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
TOTAL REVENUES:	3,016,567.98	3,376,770.66	3,489,507.23	2,849,413.42	2,684,737.51	3,617,895.21	4,022,865.03	111.2%	
522 20 10 05 - COVID-19 Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 20 09 - COVID-19 OASI	0.00	195.57	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 20 10 - COVID-19 Retirement	0.00	440.91	0.00	0.00	0.00	0.00	0.00	0.0%	
522 Fire Control	0.00	636.48	0.00	0.00	0.00	0.00	0.00	0.0%	
525 50 40 00 - Jefferson County Bond Debt Payments	206,640.00	276,600.00	276,600.00	288,000.00	183,272.74	288,000.00	307,736.32	106.9%	
525 60 30 00 - Disaster Services - Supplies COVID-19 Pandemic	1,756.61	290.98	0.00	2,000.00	0.00	2,000.00	0.00	0.0%	
525 Emergency Services	208,396.61	276,890.98	276,600.00	290,000.00	183,272.74	290,000.00	307,736.32	106.1%	
528 10 31 07 - Donation Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
528 10 31 00 - Office Supplies	3,786.41	4,853.06	2,345.92	4,000.00	786.65	1,500.00	2,000.00	133.3%	
528 10 31 03 - Office Furniture	7,897.26	1,382.40	262.06	3,000.00	169.18	100.00	1,000.00	1000.0%	
528 10 31 04 - Employee Recognition & ammenities	3,185.29	2,098.34	1,374.87	2,300.00	2,371.51	3,800.00	3,800.00	100.0%	
528 10 31 05 - Public Education	2,668.30	25.00	708.23	1,500.00	459.50	1,500.00	1,500.00	100.0%	
528 10 31 06 - Vehicle Fuel/Expenses	1,370.95	28.28	0.00	0.00	430.95	0.00	0.00	0.0%	
010 Supplies	18,908.21	8,387.08	4,691.08	10,800.00	4,217.79	6,900.00	8,300.00	120.3%	
528 10 41 00 - Professional Fees	59,116.91	37,350.66	80,221.28	48,000.00	30,759.47	35,000.00	56,000.00	160.0%	
528 10 41 01 - Data Management Services	25,852.25	28,645.98	22,242.84	30,000.00	14,920.41	25,000.00	30,000.00	120.0%	
528 10 42 00 - Business Phones	3,803.43	4,592.30	3,820.50	4,500.00	1,325.14	2,000.00	2,500.00	125.0%	

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001 General

Expenditures	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual 8mos	2023 Projected	2024 Budget	Change	Comment
528 10 42 01 - Business Administrative Lines - Cent Link	4,359.96	4,682.96	4,852.69	4,000.00	2,358.38	3,600.00	3,800.00	105.6%	
528 10 42 02 - Cellular	4,664.98	4,544.66	4,361.33	3,750.00	2,110.90	3,500.00	3,750.00	107.1%	
528 10 42 03 - Postage	352.72	106.90	311.20	500.00	46.25	100.00	200.00	200.0%	
528 10 42 04 - ACCESS Terminal State	6,900.00	4,800.00	4,800.00	6,000.00	2,400.00	4,800.00	4,800.00	100.0%	
528 10 45 00 - Office Lease to Jefferson Co.	46,517.00	47,597.00	0.00	48,500.00	42,215.25	57,000.00	60,000.00	105.3%	
528 10 46 00 - Insurance - WA Cities	20,868.00	22,722.00	26,472.00	28,000.00	36,452.00	37,000.00	46,953.00	126.9%	
528 10 49 00 - Outside Reproduction	0.00	600.47	0.00	300.00	0.00	300.00	0.00	0.0%	
528 10 49 01 - Dues & Subscriptions	2,643.33	2,305.80	1,557.16	1,500.00	7,692.99	1,500.00	1,500.00	100.0%	
528 10 49 02 - Job Advertising	3,193.60	0.00	5,025.06	3,500.00	2,557.31	3,200.00	3,500.00	109.4%	
528 10 49 03 - Job Testing	6,384.50	3,719.75	2,795.00	2,000.00	2,774.00	4,000.00	4,000.00	100.0%	
528 40 43 00 - Non-Reimbursed Travel/Training	799.57	890.38	652.28	2,500.00	1,177.35	2,500.00	2,500.00	100.0%	
020 Other Admin	185,456.25	162,558.86	157,111.34	183,050.00	146,789.45	179,500.00	219,503.00	122.3%	
528 40 49 00 - Coordinator Training	3,635.17	4,717.06	8,190.30	16,000.00	3,174.46	3,000.00	9,000.00	300.0%	
528 40 49 01 - E911 Training (Call Takers)	4,898.60	1,225.28	1,535.47	22,000.00	5,704.61	8,000.00	12,000.00	150.0%	
528 40 49 02 - E911 Training (MSAG)	2,492.05	0.00	0.00	5,000.00	0.00	5,000.00	0.00	0.0%	
528 40 49 03 - IT Training	923.76	0.00	0.00	10,000.00	640.00	2,000.00	5,000.00	250.0%	
528 70 31 00 - Headsets & Batteries	696.83	1,322.17	845.41	2,000.00	3,482.60	4,000.00	5,000.00	125.0%	
528 70 31 01 - Shredding Service	50.18	46.78	53.89	50.00	53.70	75.00	75.00	100.0%	
030 E911	12,696.59	7,311.29	10,625.07	55,050.00	13,055.37	22,075.00	31,075.00	140.8%	
528 90 35 00 - Small Tools	2.81	183.05	10.00	1,000.00	0.00	1,000.00	1,000.00	100.0%	
528 90 41 00 - Data Management IGN	5,901.00	5,319.00	4,671.00	4,800.00	2,877.00	4,800.00	5,040.00	105.0%	
040 Information Systems	5,903.81	5,502.05	4,681.00	5,800.00	2,877.00	5,800.00	6,040.00	104.1%	
528 10 10 00 - Admin Wages	261,915.84	212,945.34	248,221.94	245,826.08	156,999.14	247,343.34	295,510.27	119.5%	
528 10 10 01 - IT Wages	130,817.63	177,084.39	198,583.09	214,772.80	161,183.44	245,677.39	260,180.28	105.9%	
528 10 10 02 - Communications Wages	701,466.72	593,330.31	555,496.11	810,768.92	415,074.70	669,080.35	817,242.70	122.1%	
528 10 10 03 - Bonuses - Retention Bonuses	0.00	0.00	57,000.00	0.00	0.00	0.00	0.00	0.0%	
528 10 10 04 - Bonuses - Incentive Hiring	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.0%	
528 10 10 16 - Overtime	55,308.68	69,875.24	142,331.41	140,000.00	183,790.10	292,568.19	317,091.69	108.4%	
528 10 10 17 - Overtime - IT	8,631.14	1,713.37	7,347.01	20,000.00	5,640.26	10,387.53	12,179.18	117.2%	
528 10 10 20 - Longevity	6,064.00	2,800.00	3,600.00	3,200.00	0.00	18,063.86	7,148.84	39.6%	
050 Wages and Salaries	1,164,204.01	1,057,748.65	1,214,579.56	1,434,567.80	922,687.64	1,483,120.66	1,709,352.96	115.3%	
528 10 20 01 - OASI	85,401.89	77,277.23	85,158.29	92,432.45	61,047.67	107,844.75	126,347.88	117.2%	
528 10 20 02 - Retirement	133,579.18	119,664.63	120,925.76	124,517.40	81,318.61	116,985.99	143,245.77	122.4%	
528 10 20 03 - Medical Insurance	217,886.58	197,864.36	184,020.24	239,356.24	129,985.99	247,102.08	263,571.84	106.7%	

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001 General

Expenditures	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual 8mos	2023 Projected	2024 Budget	Change	Comment
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
597 00 00 30 - Transfer Out - To Capital Fund	75,000.00	0.00	200,000.00	0.00	0.00	200,000.00	0.00	0.0%	
597 00 00 61 - Transfers-to Pension Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	75,000.00	0.00	200,000.00	0.00	0.00	200,000.00	0.00	0.0%	
508 91 00 00 - 10% Reserve Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
TOTAL EXPENDITURES:	2,701,525.06	2,703,146.73	2,896,054.24	2,849,413.42	1,870,867.27	3,062,044.65	3,467,014.47	113.2%	
ENDING BALANCE:	315,042.92	673,623.93	593,452.99	0.00	813,870.24	555,850.56	555,850.56		

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300 CAPITAL EQUIPMENT

Revenues	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual 8mos	2023 Projected	2024 Budget	Change	Comment
308 21 00 00 - Beg Balance : Non-Spendable Cash and Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
308 31 00 00 - Beg Balance : Restricted Cash and Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
308 41 00 00 - Beg Balance : Committed Cash and Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
308 51 00 00 - Beg Balance : Assigned Cash and Investments	0.00	535,707.46	0.00	0.00	0.00	0.00	0.00	0.0%	
308 51 00 01 - Estimated Beginning Balance	460,707.46	0.00	321,387.30	0.00	521,387.30	521,387.30	721,387.30	138.4%	
308 Beginning Balances	460,707.46	535,707.46	321,387.30	0.00	521,387.30	521,387.30	721,387.30	138.4%	
397 00 00 30 - Transfer In - From General Fund	75,000.00	0.00	200,000.00	0.00	0.00	200,000.00	0.00	0.0%	
397 Interfund Transfers	75,000.00	0.00	200,000.00	0.00	0.00	200,000.00	0.00	0.0%	
TOTAL REVENUES:	535,707.46	535,707.46	521,387.30	0.00	521,387.30	721,387.30	721,387.30	100.0%	
597 00 00 01 - Transfer Out to Operating Fund	0.00	214,320.16	0.00	0.00	0.00	0.00	280,000.00	0.0%	
597 Interfund Transfers	0.00	214,320.16	0.00	0.00	0.00	0.00	280,000.00	0.0%	
TOTAL EXPENDITURES:	0.00	214,320.16	0.00	0.00	0.00	0.00	280,000.00	0.0%	
ENDING BALANCE:	535,707.46	321,387.30	521,387.30	0.00	521,387.30	721,387.30	441,387.30		

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Revenues including beginning balance	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual 8mos	2023 Projected	2024 Budget	Change	Comment
001 General	3,016,567.98	3,376,770.66	3,489,507.23	2,849,413.42	2,684,737.51	3,617,895.21	4,022,865.03	111.2%	
002 Employee Payout Fund	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.0%	
300 CAPITAL EQUIPMENT	535,707.46	535,707.46	521,387.30	0.00	521,387.30	721,387.30	721,387.30	100.0%	
	3,562,275.44	3,922,478.12	4,010,894.53	2,849,413.42	3,206,124.81	4,339,282.51	4,744,252.33	109.3%	

Expenditures	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2023 Actual 8mos	2023 Projected	2024 Budget	Change	Comment
001 General	2,701,525.06	2,703,146.73	2,896,054.24	2,849,413.42	1,870,867.27	3,062,044.65	3,467,014.47	113.2%	
002 Employee Payout Fund	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.0%	
300 CAPITAL EQUIPMENT	0.00	214,320.16	0.00	0.00	0.00	0.00	280,000.00	0.0%	
	2,701,525.06	2,927,466.89	2,896,054.24	2,849,413.42	1,870,867.27	3,062,044.65	3,747,014.47	122.4%	